

APPLE POST™

MAILING LIST SYSTEM



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APPLE POST™

Mailing List Maintenance Utility Package for the Apple II

Written by

The Software Works, Inc.

In conjunction with

Apple Computer Inc.

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GETTING STARTED

INTRODUCTION

Apple PostTM is an easy-to-use but remarkably sophisticated mailing list maintenance utility, designed to take full advantage of the extensive capabilities of your Apple computer equipped with Disk II floppy-disk drives and Applesoft BASIC. With Apple Post you can enter and retrieve lists of names and addresses, edit lists, and print lists and mailing labels. Special searching routines let Apple Post find names that were misspelled when they were entered into the system, and find addresses that are in geographic proximity to each other. Apple Post has been designed to grow as your need for storage space grows, and can accommodate up to six disk drives connected to the Apple.

An Apple Post list will hold approximately 500 name and address records on a diskette; up to a maximum of 2590 records can be kept online at the same time. If you are going to be creating large lists, consider the possibility of breaking them up into smaller lists. For example, a subscription list for a monthly magazine can be broken into one list for the subscriptions that will expire in January, a second list for those that will expire in February, and so forth. This lets you handle over 30,000 subscriptions with six drives, or 6000 with two drives. Before you create your lists, decide how you might want to break them: you may find it more useful to separate January from February, than Aaronson-through-Byford from Calamari-through-Durham. If you wait until you have typed in all the records through Byford, before deciding to break your file, you may have no choice.

BEFORE YOU START

If this is the first time Apple Post is being run on your system, read Appendix B, Setting Up the System, to make sure everything is connected properly, then continue reading here.

Before starting up the system, make a copy of the diskette containing Apple Post. The original, write-protected, diskette should be stored in a safe place where it can be used to re-create a copy in the event your working copy is deliberately changed or inadvertently destroyed (see About Backing Up). Use the COPY program on your DOS 3.2.1 System Master to make a copy of the entire diskette. If you try to run Apple Post from the original diskette, you will be asked to insert a diskette that is not write-protected.

Apple Post is designed to operate under version 3.2.1 of the Apple Disk Operating System (DOS). The Apple Post diskette contains a copy of DOS 3.2.1. In order to be absolutely sure that your copy of Apple Post will continue to operate reliably, it is recommended that you always run Apple Post using DOS 3.2.1.

STARTING THE SYSTEM

Apple Post will run on several types of Apples. It will run on a 32K Apple II Plus, a 32K Apple II with the Applesoft II Firmware Card, or a 48K Apple II or Apple II Plus with the Language System. Read the paragraph that applies to your system, then go on to the next section, Talking to Apple Post.

If you have an Apple II Plus, or an Apple II with the Applesoft Card and the Autostart ROM, just insert the Apple Post diskette in drive 1, then turn on the power: Apple Post will come up running.

If you have an Apple with the Language System, insert the BASICS: diskette in drive 1, and turn on the power. When drive 1 stops spinning, four seconds later, you will see the prompt

INSERT BASIC DISKETTE AND PRESS RETURN KEY

When you see the prompt, insert the Apple Post diskette and press RETURN. Note that every time you restart the system, you will have to insert the BASICS: diskette, wait for the prompt, then insert the Apple Post diskette.

If you have an Apple II with the "old" Monitor ROM, which does not spin drive 1 when you turn on the power, insert the Apple Post diskette in drive 1 and turn the Apple on. When you hear the beep and see the asterisk prompt (*), press the 6 key, then (without pressing the space bar) hold down the CTRL key and press the K key. This step can be abbreviated as: Type 6CTRL-K.

TALKING TO APPLE POST

To begin using the Apple Post system you must learn a few simple one-word commands. To make this process simpler, the Apple Post system comes with a small list of names and addresses pre-loaded into the system. You should use this practice list until you are familiar with at least the following commands:

EXPLAIN, EDIT, FIND, and ZIPFIND

After learning these basic commands, you will want to learn how to use the other commands, such as

ENTER, LIST, LABLES, UPDATE, PURGE, and PRINTER

You will find detailed descriptions of these commands in the section "The Commands" later in this manual. But before you get bogged down

rummaging through the manual, let's quickly demonstrate a few of the many capabilities of the Apple Post system.

Load the working copy of the Apple Post diskette into drive 1, slot 6, and then start the system. The disk drive motor will start, the red "in use" light will light, and the system will spend fifteen to thirty seconds loading the necessary modules. There will be a brief fanfare from the Apple's speaker, and the Apple Post logo, a high-resolution graphics display, will appear on the screen. The disk drive will continue to run as additional modules are loaded. When all necessary loading has been completed, the screen will change from a display of the Apple Post logo to a list of all of the available system commands. At the bottom of the screen will be the prompt

COMMAND :

Type the word

EDIX

then press the RETURN key. Apple Post will compare your command with the list of valid commands. Since EDIX is not on the list of commands, Apple Post will ask

EDIX IS NOT VALID
DO YOU MEAN EDIT?

Notice that Apple Post, in an attempt to obey your command, has searched the list to find the command that most closely approximates the word you typed. Typing a space after a command will give you a similar query.

Type the word YES or simply the letter Y and then press the RETURN key. As in entering DOS commands, the entry of an Apple Post command is always followed by a press of the RETURN key, with no space.

Apple Post will then load the entry module. During the load, the low resolution Apple Post logo will be displayed. The following message will then be displayed on the screen:

PLEASE TYPE THE SORT KEY
FOR THE NAME YOU WISH TO
EDIT :

(PRESS RETURN TO QUIT.)

Don't be alarmed by the fact that you don't know what a "sort key" is. A full explanation of sort keys is in the section of this manual that describes the ENTER command. For now let us simply assume that "sort key" means the surname or "last name" of an individual. (For 90% of all Apple Post applications this will be true.) Please type

JOHNSON

and then press the RETURN key. The disk motor will start, and the following will appear on the screen:

* * S E A R C H I N G * *

After the search has been completed (about 5 seconds) a list of everyone named JOHNSON will be displayed on the screen:

SORT KEY = JOHNSON

- 1 FRED JOHNSON
- 2 ROBERT JOHNSON

PRESS THE RETURN KEY TO QUIT,
OR SELECT A NAME BY NUMBER.

To look at the information on file about Robert Johnson, type 2 and then press the RETURN key. The screen will then look like this:

NAME: ROBERT JOHNSON
ADDRESS: 1265 MAIN STREET
CITY, ST: SMALLTOWN, USA
ZIP CODE: 12345
ATTN:
PHONE: 555-1122
SORT KEY: JOHNSON
UTILITY: ABC-123

ANY
CHANGES ?

TYPE 'DELETE' INTO THE
UTILITY FIELD TO DELETE THIS ITEM

Responding to the prompt ANY CHANGES? with a YES would permit you to edit the entry as described in the section called "EDIT", but for now, simply type NO and then press the RETURN key. Apple Post will again ask for a sort key, but this time press the RETURN key without typing a name. The Apple Post logo will be displayed on the screen, and the disk motor will start again as the command processor is reloaded into the system. The list of valid commands will then reappear on the screen.

In response to the request for a command, type

FIND

The FIND command operates in much the same way as the EDIT command, except that it is not necessary to spell the sort key correctly. In response to the request for a sort key, type

JENSON

After searching the list, the list of possible names will look like this:

PHONETIC = JENSON

- 1 EMILY JENSON
- 2 JUDY JOHANSON
- 3 FRED JOHNSON
- 4 ROBERT JOHNSON
- 5 RODNEY QUAMISIAN
- 6 GEORGE JANSON

You will notice that not only did Emily Jenson's name appear, but also that of everyone else in the file whose sort key sounded approximately the same as JENSON.

Scoffers in the crowd will be quick to point out that QUAMISIAN sounds nothing at all like JENSON. This is true, and Rodney's appearance in the list is due to the fact that the technique that permits the Apple to recognize how a name sounds is not quite perfect. The technique is called soundexing, and is described in full in Appendix H.

From this point on, the operation of the FIND command is identical to that of the EDIT command. Do not use the ENTER command on the sample list: wait until you create your own lists.

Now press RETURN, to get back to the COMMAND module, then type

QUIT

to leave Apple Post.

By now you know both how to issue commands and what to generally expect when you do. But before diving into Apple Post, a strong word of WARNING:

BACK UP YOUR DISKETTES FREQUENTLY!!!!

Here's why and how.

ABOUT BACKING UP

Building a list of several hundred names and addresses constitutes a considerable expenditure of time at the keyboard. Such a list can be completely destroyed in a twinkling of an eye by

- * soiling your diskette with fingerprints, peanut butter, coffee, or cigarette ashes
- * accidentally entering the DOS INIT command
- * your new puppy deciding that diskettes make good dog bisquettes

Also, though the life of a properly handled diskette is long, it is not infinite.

So, with this in mind, protect your work by backing it up frequently.

It is easy to back up your work: take the diskette that contains the newest version of your list of names and addresses and duplicate it using the COPY program. COPY is a DOS 3.2.1 program: to learn how to use it, read the section called "Playing Safe" in the DOS 3.2 Manual.

Now that you know how to protect your work, you're ready to create your own mailing list. Do not ENTER new data into the sample list: create your own list instead. To do this, you will start with the NEWLIST command, then ENTER your data. Keep the original Apple Post diskette around, in case someone may need to use the sample list: once you have used the NEWLIST command on your working diskette, you can no longer use its sample list. NEWLIST, ENTER, and the other Apple Post commands are described in the section called "The Commands".

IF YOU GET STUCK

If you type the wrong command, or misspell a file name, or change your mind about listing a file, don't panic! And don't press RESET! The Apple Post system is designed to let you recover from errors.

If you have used the NEWLIST command and asked for the name of a nonexistent list, press the ESC key. You will return to the COMMAND module, where you can try again.

If you have used the LABELS, LIST, PHONELIST, or ZIPLIST command to print a file, and you decide you didn't want to list all those names, press the ESC key, and you will be back in the COMMAND module.

Do not interrupt the system while it is UPDATEing a file, whether in response to the UPDATE command or to another operation that forces an UPDATE, such as ENTER, FIND, ZIPFIND, LABELS, LIST, PHONELIST, or ZIPLIST. Interrupting an UPDATE--by pressing RESET or CTRL-C or by

turning the power off--may destroy the entire file. You will know when the system is UPDATEing your file, because the disk drives will make whirring and zicking noises, and their lights will go on and off. If your file has no more than 1500 records, the system will display a graphic image of the UPDATE process, showing you how far it has gotten.

The safe way to leave Apple Post is to use the QUIT command. After you have QUIT Apple Post, you can run another program or turn the Apple off. NEVER TURN THE POWER OFF WITHOUT FIRST USING THE QUIT COMMAND, AND NEVER PRESS RESET OR CTRL-C WHILE APPLE POST IS RUNNING.

If you should accidentally press RESET or CTRL-C, you may be able to recover. First remove the Apple Post system diskette, then insert your DOS 3.2.1 System Master into drive 1, slot 6, and boot DOS. Then do the following to each Apple Post data diskette that was in the system when you pressed RESET or CTRL-C:

1. Putting in the proper slot and drive numbers, type

```
CATALOG S<slot number>, D<drive number>
```

2. For each filename on the diskette, type

```
VERIFY <filename>
```

3. If an I/O ERROR occurs, you know the file is no longer readable. You will have to reCOPY that diskette from its backup, using the DOS 3.2.1 COPY program. (You did make backups, didn't you?)

CATALOG each diskette, VERIFY each list in turn, and reCOPY any diskette with an unreadable file. If you have been backing up religiously, you will have lost no more than twenty-four entries. If not,.....

Now that you have restored the integrity of your files, type

```
RUN APPLE POST
```

and the system will come back up with the COMMAND: prompt.

If you did a CTRL-C, your files may VERIFY as readable, but still be scrambled. (That is, some records may be missing or duplicated.) If you find, after listing out a file, that records are missing or duplicated, reCOPY the affected diskettes from their backups.

THE COMMANDS

The Apple Post system reacts to a set of one-word commands the user types on the Apple keyboard in response to the prompting message

COMMAND :

Each valid command will cause a program to be loaded into the Apple's memory from a diskette; the program will then run and the appropriate mailing list maintenance function will be performed. If the word you type is not a valid command, Apple Post will attempt to match what has been typed with the list of valid commands and ask if you wish to perform the command corresponding to the best match. When you turn the system on, or respond to the

COMMAND :

prompt by pressing the RETURN key, Apple Post will display the name of the mailing list you are working on, together with a list of valid system commands. This list will change with the state of the system, so that commands that cannot be executed will not be listed: for example, you cannot LIST an empty file, or ENTER new records into a full one.

The following section of the manual describes the operation of each command in detail. The commands are discussed in the order in which you will need to learn them:

EXPLAIN
NEWLIST
FORMAT
PRINTER
ENTER
EDIT
FIND
ZIPFIND
SELECT
PURGE
LABELS
LIST
PHONELIST
ZIPLIST
MUTE
TONE
UPDATE
STATUS
QUIT

The commands are listed alphabetically in the Index to Commands.

EXPLAIN

The EXPLAIN command may be used to display a brief three-line summary of any listed command in the system. These descriptions are designed as brief reminders to aid an operator already familiar with the operation of the system. Users in need of detailed information concerning a command's function should consult the section of this manual that describes that command.

Operation of the EXPLAIN command begins with the question:

EXPLAIN WHICH COMMAND ?

You should answer with the name of the command for which you desire a summary explanation. Responding to the question by pressing the RETURN key will cause Apple Post to return to the COMMAND: prompt.

NEWLIST

The NEWLIST command lets you switch from one list of names and addresses to another. Each list is identified by a name up to 12 characters long. With the exception of the length limitation, the name must obey all of the rules for DOS 3.2 file names. To switch lists, make sure your working copy of the Apple Post diskette is in drive 1, then type

NEWLIST

On the screen, you will see the question

WHAT IS THE NAME OF
THE NEW LIST ?

The name of the list to be used should be typed on the dashed line directly below the question. Any characters typed past the end of the dashed line will be ignored. Press the RETURN key after you have typed the name of the new list. Apple Post will then ask:

HAS THE <name of list> LIST
BEEN USED BEFORE ?

If you have used the list in the Apple Post system before, answer YES and press the RETURN key. If you wish to start a new list, answer NO. It should be noted that only Apple Post lists may be handled by the Apple Post software package. Diskettes containing name and address lists produced by other mailing list programs can NOT be read by Apple Post: attempting to do so may destroy the data on the diskette.

If you answered YES, you will be asked to insert the diskette(s) with the list into the disk drive(s). Insert the diskettes and press the

RETURN key. Apple Post will attempt to read some list control information from the diskette. If the attempt is successful, Apple Post will reload itself and begin operation at the COMMAND: prompt.

If you typed in the name of a nonexistent list, you can press the ESC key, and Apple Post will return you to the COMMAND module.

If you answered NO when asked if the list had been used before, Apple Post will ask you to insert a BLANK diskette into the second drive (drive 2, slot 6). Apple Post will then initialize the diskette.

WARNING: ANY PROGRAMS OR TEXT FILES THAT MAY HAVE BEEN ON THE DISKETTE WILL BE DESTROYED.

As part of the diskette initialization, Apple Post will create a number of text files that begin with the name you supplied above. These and subsequent files created by Apple Post are the only files which may appear on the diskette. DO NOT USE AN APPLE POST LIST DISKETTE TO STORE ANY OTHER PROGRAMS, TEXT FILES OR EXEC FILES: doing so may cause the Apple Post system to malfunction at a later time. After initializing the diskette, Apple Post will reload itself and begin at the COMMAND: prompt.

When you return to the COMMAND module, you will see a shorter list of valid commands:

EXPLAIN		NEWLIST
ENTER	PRINTER	FORMAT
		STATUS
		MUTE
		TONE
		QUIT

Only these can be executed. If you try to use another command, you will see the message

ALL FILES ARE EMPTY
YOU SHOULD ENTER YOUR DATA
BEFORE USING THE <name of command> COMMAND.
PLEASE PRESS RETURN.

When you press RETURN, you will see the list of commands again.

FORMAT

The **FORMAT** command enables the user to specify the format of the labels upon which the names and addresses are printed. The user may specify three parameters:

LABEL WIDTH: The width of the labels is specified in terms of the number of characters that would fit across the form if they were printed from the left edge to the right edge without allowing for a margin on either side. If there is more than one label across the form, the width is counted from the left edge of the first label to the left edge of the second label, including any space between labels. Labels must be at least 30 characters wide and at most 132 characters wide.

LABEL HEIGHT: The height of the labels is specified in terms of the number of lines that can be printed from the top of the first label on the page to the top of the second label on the page, including any space between labels. Labels must be at least 4 lines high and can be a maximum of 99 lines high.

NUMBER OF LABELS: The number of labels across the form must be specified. There may be as many as five labels across the form, and there must be at least one.

The **FORMAT** command will insist that any numbers entered be within the limits specified above. All changes are displayed as they are made. All values are stored on a diskette file and need not be re-entered unless it is necessary to change them. Before the **FORMAT** command is used for the first time, the label format defaults to 35 characters wide, 5 lines high and a single label across the form.

NOTE: Most printers print 10 characters per horizontal inch, and 6 lines per vertical inch.

PRINTER

The **PRINTER** command permits the user to specify the number of the slot into which the printer controller has been inserted, and the number of lines per page of printer output. The type of printer interface card in use (Parallel Printer Interface Card, High-Speed Serial Interface Card, or Communications Card) is sensed by the Apple Post software, and need not be specified by the user. The interface card may be placed in any unused slot from slot 1 through slot 7. The number of lines per page may be set to any number from 10 through 999, inclusive. The **PRINTER** command will insist that any numbers entered be within the above limits, and will require that a printer interface card be present in the slot specified. All changes are displayed as they are made, and pressing only the **RETURN** key in response to a request for a value will leave the value unchanged. Both values are

stored on a disk file and need not be re-entered unless it is necessary to change them. Before the PRINTER command is used for the first time, the slot number defaults to slot 1 and the page length defaults to 66 lines per page.

If you use the Parallel Printer Interface Card, you will get an error message if you attempt to print a list when the printer is disconnected or turned off. The Serial Printer Interface Card and the Communications Card cannot detect the presence of the printer, so they will always assume it is connected and turned on, and will attempt to print whether it is possible or not. For this reason, Apple Computer Inc. recommends the use of the Parallel Printer Interface Card with the Apple Post system.

ENTER

The ENTER command permits the user to add new entries to the Apple Post name and address list. As the operation of the ENTER command commences, the screen will look like this:

```

      N E W   E N T R Y

NAME:
ADDRESS:
CITY, ST:
ZIP CODE:
  ATTN:
  PHONE:
SORT KEY:
  UTILITY:
```

If the tone generator is enabled, (see TONE & MUTE commands) the Apple's speaker will beep once, and a dashed line will appear to the right of the word NAME. You may then type the name of the person who is being added to the list. The name may be up to 25 characters long. Any attempt to type past the end of the dashed line will result only in the additional characters being ignored, and the attempt will be signaled with a beep from the Apple's speaker. Pressing the RETURN key will result in the dashed line moving to the address line, and the above sequence will be repeated. The maximum number of characters which may be typed into each of the lines is as follows:

Name	25 characters
Address.	25 characters
City & State	20 characters
Zip Code	9 characters
Attention.	20 characters
Telephone Number	12 characters
Sort Key	10 characters
Utility	10 characters

Three of the lines require some additional explanation:

1. The ATTENTION line is a free-form line of 20 characters which is printed before the name line on mailing labels produced by the LABELS command. If the name line contains a company name, the attention line could contain the name of an individual or department within the company.

2. The SORT KEY is the line used by the Apple Post system to decide where on the diskette to file the name and address entry. All entries are stored in dictionary order by sort key. The sort key line cannot be empty. When a name and address is first entered, a default value will appear on the sort key line. If you wish to retain this default value, you may simply press the RETURN key. If you wish to change the sort key, type the new entry, and the default value will disappear as you type over it. The default sort key will be the first 10 characters of the last contiguous group of characters in the name line. This usually results in the default sort key line being the surname of the individual. The sort key line is also used in compiling the soundex code for the name. Appendix D contains the details of the soundexing process. If you accidentally erase the sort key, a default sort key (AAA) will be inserted, which will cause the record to be sorted to the beginning of the file.

3. The UTILITY line has been provided so that you may "flag" or identify some names as belonging to special groups. The SELECT command may be used to specify which group or groups are printed when lists and labels are printed. See the description of the SELECT command in this section for details of this process.

After the utility line has been entered, the Apple Post system will ask,

ANY CHANGES ?

Typing YES (and pressing the RETURN key) will result in the dashed line re-appearing below the entry in the name line. If you wish to change the name line, re-type the line. You may use the right-arrow key to "copy" the existing characters up to the character you want to correct. You may then type one or more new characters over the "old" ones. The left-arrow key may be used to delete the new entry. When the last character of the new entry has been deleted, the old entry will re-appear. Pressing the RETURN key will result in the dashed line moving to the next line, and the remainder of the line will be erased. You may also exit by pressing the ESC key, which will enter all the displayed characters, even if the cursor is in the middle of the line.

Answering NO will result in Apple Post searching the diskette(s) to determine whether any other names with that same sort key are on file. (This search is not performed if no sort key has been entered.) If no other entries with the same sort key are on file, the current

entry will be added to the diskette as described below. If other entries with the same sort key are found, Apple Post will ask,

THERE ARE OTHER NAMES WITH THIS SORT KEY

DO YOU WISH TO SEE THEM ?

Answering NO to this question will cause the name and address to be added to those on the diskette. Answering YES will cause the name, address and zip code lines for each entry having the same sort key as the current entry to be displayed. After the possible duplicates have been displayed, Apple Post will inquire,

DO YOU STILL
WISH TO ENTER
THIS NAME ?

Replying NO will cause the screen to clear and the entry process to begin anew. Answering YES will cause the current entry to be added to the diskette.

Because the entries on the diskette are maintained in dictionary order by sort key, and because the process of inserting a new entry into a large file of other entries can be a time-consuming operation, Apple Post places all new entries into an "entry file", which is merged into the main list when the entry file is full. This merging process occurs every 24 entries and may be forced at any time by the use of the UPDATE command. If, following this merging operation, all of the available space for names and addresses on the diskettes has been filled, Apple Post will ask whether another disk drive is available on the system. If another drive is available, you will be asked to insert a blank diskette into that drive. The diskette will be initialized, and the entry process will continue. If another drive is not available, you will be informed that the entry process cannot continue until some entries have been deleted from the file. (See the descriptions of the EDIT and PURGE commands.) Alternatively, you can start another list for the additional records, using the NEWLIST command.

If you wish to make sure you will have room for the records you wish to ENTER, you can use the STATUS command to find out how full your list is.

After you have entered all the names you want, or after you have filled the system to capacity, press the RETURN key to go back to the COMMAND module. If all the files are full, the list of valid commands will not include ENTER.

EDIT

The EDIT command permits you to modify any line (with the exception of the sort key line) of any name and address in the list. The operation of the EDIT command commences with the request:

PLEASE TYPE THE SORT KEY
FOR THE NAME YOU WISH TO
EDIT :

You should respond by typing the sort key exactly as it appears in the record you wish to edit. The spelling and spacing (if any) must be exactly the same as it was when the name was originally entered. After typing the sort key line press the RETURN key. The ApplePost system will then search the diskettes for any entries which have the same sort key as the one which you have specified. If there are no matching entries, this message will appear on the screen:

N O T H I N G O N F I L E

and the request for a sort key will be repeated. If there is only one name on the disk with a matching sort key, the name and address will be displayed as described below. If more than one name has a matching sort key, the name line of each record with a matching sort key will be displayed. A number will be displayed to the left of each name. Typing any number will cause the entire name and address record to be displayed on the screen. In the lower right corner of the screen will be the query

ANY
CHANGES ?

Typing YES (and pressing the RETURN key) will cause a dashed line to appear below the name line on the screen. To change the contents of the name line, simply begin typing the new line, and it will begin to replace the old line. Any attempt to type past the end of the dashed line will be ignored. If you decide that the old line should remain unchanged after you begin to type the new one, you may use the left-arrow key to delete the new entry, one character at a time. As the last remaining character is deleted, the old line will re-appear. If you wish to leave the old line unchanged, pressing the RETURN key will cause the dashed line to move to the address line. This process will be repeated for each line in the address record with the exception of the sort key line.

The entire name and address may be "flagged" for later deletion by changing the contents of the utility line to the word DELETE. An entry so marked will be deleted later, when the PURGE command is run. Until the PURGE command has been run, the deletion may be prevented by changing the utility line to anything other than DELETE. After the utility line has been edited, the question

ANY CHANGES ?

will re-appear in the lower right corner of the screen. You may again answer YES and again go through the process of editing each line of the name and address. Answering NO to the question will cause the name and address to be placed on the diskette. The edited name and address are placed on the same spot on the diskette as the old record. After the name and address have been written on the diskette, the ApplePost system will again ask for a sort key and the process of searching the files and editing a record will be repeated. Responding to the request for a sort key by pressing the RETURN key will cause the system to return to the prompting message COMMAND:

FIND

The FIND command permits you to modify any line (with the exception of the sort key line) of any name and address in the list. The FIND command differs from the EDIT command in that the sort key, which is used to specify which name and address records are to be edited, need not necessarily be spelled correctly. Operation of the FIND command commences with the request:

```
PLEASE ENTER THE SORT KEY
FOR THE NAME YOU WISH TO
EDIT :
```

You should respond by trying to type the sort key as it appears in the record you wish to edit. The spelling and spacing need not be precisely the same as it was when the name was originally entered. After typing the sort key line press the RETURN key. The Apple Post system will then search the diskettes for any entries that have a sort key phonetically similar to the one you have specified. If there are no matching entries, this message will appear on the screen:

```
N O T H I N G   O N   F I L E
```

and the request for a sort key will be repeated. If there is only one name with a matching sort key on the diskette, the name and address will be displayed as described below. If more than one name has a matching sort key, the name line of each record with a matching sort key will be displayed. There will be a number displayed to the left of each name. Typing a number will cause the entire name and address record corresponding to that number to be displayed on the screen. In the lower right corner of the screen will be the query,

```
ANY
CHANGES ?
```

Answering YES will cause a dashed line to appear below the name line on the screen. To change the contents of the name line, simply begin typing the new line, and it will begin to replace the old line. Any attempt to type past the end of the dashed line will be ignored. You

may use the right-arrow key to "copy" existing characters, one at a time. If you decide that the old line was correct after all, you may use the left-arrow key to delete the new entry, one character at a time. As the last remaining character is deleted, the old line will re-appear. If you wish to leave the old line unchanged, pressing the ESC key or the RETURN key will cause the dashed line to move to the address line. This process will be repeated for each line in the address record, with the exception of the sort key line.

The entire name and address may be "flagged" for later deletion by the PURGE command by changing the contents of the utility line to the word DELETE. Until the PURGE command has been run, the deletion may be prevented by changing the utility line to anything other than DELETE. After the utility line has been edited, the question

ANY

CHANGES ?

will re-appear in the lower right corner of the screen. You may again answer YES and again go through the process of editing each line of the name and address. Answering NO to the question will cause the name and address to be placed on the diskette. The name and address will be placed on the same spot on the diskette as the old record, and will be placed on the diskette just as they appear on the screen. After the name and address have been written to the diskette, the Apple Post system will again ask for a sort key and the process of searching the files and editing a record will repeat. Responding to the request for a sort key by pressing the RETURN key will result in the return of the COMMAND: prompt.

ZIPFIND

The ZIPFIND command selects name and address records by Zip Code and permits you to modify any line (with the exception of the sort key line) of any name and address in the list. The operation of the ZIPFIND command differs from that of the EDIT and FIND commands in that you need not know the sort key for the name and address record you wish to edit. The ZIPFIND command will request that you specify a Zip Code and will locate all name and address records in the file which have the specified Zip Code.

The ZIPFIND command begins by prompting

PLEASE TYPE A ZIP CODE :

It is not necessary to type the entire Zip Code: simply typing the first few digits will cause the subsequent search to locate all addresses for which the specified number of digits match. After typing the Zip Code line, press the RETURN key. The Apple Post system will then search the diskettes for any entries which have the same Zip

Code as the one which you have specified. If there are no matching entries, this message will appear on the screen:

N O T H I N G O N F I L E

and the request for a Zip Code will be repeated. If there is only one name with a matching Zip Code on the diskette, the name and address will be displayed as described below. If more than one name has a matching Zip Code, the name line and Zip Code of each record with a matching Zip Code will be displayed. There will be a number displayed to the left of each name. Typing a number will cause the entire name and address record corresponding to that number to be displayed on the screen. In the lower right corner of the screen will be the query

ANY
CHANGES ?

Answering YES will cause a dashed line to appear below the name line on the screen. To change the contents of the name line, simply begin typing the new line. At the first keystroke the old line will disappear, and the new line will begin to take its place. Any attempt to type past the end of the dashed line will be ignored. If you decide that the old line should remain unchanged after you begin to type the new one, you may use the left-arrow key to delete the new entry, one character at a time. As the last remaining character is deleted the old line will re-appear. If you wish to leave the old line unchanged, pressing the RETURN key will cause the dashed line to move to the address line. This process will be repeated for each line in the address record with the exception of the sort key line.

The entire name and address may be "flagged" for later deletion by the PURGE command by changing the contents of the utility line to the word DELETE. Until the PURGE command has been run, the deletion may be prevented by changing the utility line to anything other than DELETE.

After the utility line has been edited, the question

ANY
CHANGES ?

will re-appear in the lower right corner of the screen. You may again answer YES and again go through the process of editing each line of the name and address. Answering NO to the question will cause the name and address to be placed on the diskette. The name and address will be placed on the same spot on the diskette as the old record, and will be placed on the diskette just as they appear on the screen. After the name and address have been written to the diskette, the Apple Post system will again ask for a Zip Code and the process of searching the files and editing a record will be repeated. Responding to the request for a sort key by pressing the RETURN key will result in the return of the COMMAND: prompt.

SELECT

The SELECT command lets you choose some of the names in the list for subsequent display or printing. The names that are not selected remain in the list, and the entire list may at any time be displayed or printed without disturbing the special status of the selected names. Before the SELECT command is used, no records in the file are selected, and the select mode is disabled: when you ask the system to print a file, it will print the whole file. After a successful selection (one that finds records meeting your criteria and flags them) the select mode is enabled: when you ask the system to print a file, it will ask you whether you wish to print the whole file, or just the selected records.

The first question asked by the SELECT module is

DO YOU WISH TO RETAIN ALL
PREVIOUSLY DEFINED SELECTIONS ?

Answering YES to the RETAIN? question will add the selections you are about to define to any previously selected names and addresses. Answering NO will cause the Apple Post system to "forget" any previous selections, if new ones are defined, and only those names and addresses meeting the new criteria will be selected.

If you answer YES to the RETAIN? question, Apple Post will ask

DO YOU WISH TO DEFINE
CRITERIA FOR ADDITIONAL SELECTIONS ?

If you answer NO to the DEFINE ADDITIONAL SELECTIONS? question, the message

SELECT MODE ENABLED

will be displayed, and you will return to the COMMAND module.

If you answer YES to the DEFINE ADDITIONAL SELECTIONS? question, you will be prompted for selection criteria, as explained below.

If you answer NO to the RETAIN? question, Apple Post will ask

DO YOU WISH TO DEFINE
SELECTION CRITERIA?

If you answer NO to the DEFINE SELECTION CRITERIA? question, the message

SELECT MODE DISABLED

will be displayed, and you will return to the COMMAND module. If you have inadvertently disabled the select mode, you can recover your selections at this point, by typing

SELECT

and answering YES to the RETAIN? question. You can then add new selections or not, as you choose. This recovery procedure will only work before you define new selection criteria.

If you answer YES to either DEFINE? question, you will be prompted for selection criteria. You will be asked to define a range of values for three lines of each name and address record. Those name and address records in which ALL THREE of the lines fall on or between the limits you have specified will be selected. The three lines examined by the SELECT command are

the SORT KEY line

the ZIP CODE line

the UTILITY line

Responding to the request for a limit value by pressing only the RETURN key will result in no limit being set. For example, if only a minimum value for the ZIP CODE is declared, all name and address records that meet or exceed the minimum value will be selected, provided they also fall within the defined selection limits of the SORT KEY and UTILITY lines. If no limits are defined, for any of the three lines, and if no floating select codes are established, then ALL records will be selected.

It should be noted that the name and address records are considered to be in dictionary order for purposes of comparison to the limits in all three of the cases. For example:

A	precedes
AARDVARK	which precedes
APPLE	

The relationship is a little less obvious when dealing with lines containing numbers:

1	precedes
10	which precedes
100	which precedes
11	which precedes

2

Keep in mind that the evaluation proceeds from left to right, one character at a time, and the first non-equal character decides the issue. For any character position, a blank precedes any digit, and a digit precedes any letter. For example:

A Z (A-blank-Z) precedes
AOZ (A-zero-Z) which precedes
AAZ (A-A-Z)

After you have declared the limits for each of the three lines, Apple Post will ask,

ARE THESE LIMITS CORRECT ?

Answering NO will give you the opportunity to repeat the entry of the limits in order to make any changes. Answering YES causes the system to ask,

DO YOU WISH TO DEFINE ANY
FLOATING SELECT CODES ?

Replying NO will result in Apple Post scanning all the name and address records on the diskette and identifying those that fall within the limits you have defined above. These names are then selected for future lists and label runs.

Replying YES will let you define an even more flexible set of selection criteria, which will be compared to the UTILITY field during the select scanning process just described.

You will be prompted to specify up to 5 floating select codes. Each code may be up to 10 characters long. Any input in excess of 10 characters will be ignored.

For each code, you will be prompted to specify the first and last character positions of a field (in the utility line) in which the SELECT routine should look for that code. Codes outside this field will be ignored. Check what you have typed before you press RETURN, because you will not be able to change a code once it has been entered.

Replying to the request for a select code by pressing the RETURN key will begin the select scanning process described above. If ALL of the specified select codes appear ANYWHERE within their respective fields in the UTILITY line of a name and address record, that record will be selected, PROVIDED the name and address record also meets the selection criteria for the sort key, Zip Code, and utility lines as described above. For example, let's assume that no limits were

specified in the first part of the SELECT definition, and that the following floating select codes were defined:

FLOATING SELECT CODE	FIRST CHARACTER POSITION	LAST CHARACTER POSITION
AB	1	3
B	5	10

Name and address records with these UTILITY lines would be selected:

ABBBBBB	ABC.CBA	XABXXXXXXB
TAB-BC	TABLE-B	ABABABABAB

Each of these UTILITY lines above has both an 'AB' in positions 1-3 and a 'B' in positions 5-10.

Name and address records with these UTILITY lines would NOT be selected:

BAAAAAA	CBA.ABC	XXABXXXXXB
TAB-CD	TABLE-A	BXXXXXXAB

When all the selection criteria are established, Apple Post will scan all the name and address records on the diskette, identifying those that fall within the limits you have defined above. These names are then selected for future lists and label runs. During the selection process, a low-resolution-graphics image indicating the progress of the selection will appear on the Apple's screen.

If new records are selected, you will see the message

```
<number of> OLD SELECTIONS RETAINED
<number of> NEW SELECTIONS ADDED
```

if the old selections were retained, or the message

```
<number of> OLD SELECTIONS REMOVED
<number of> NEW SELECTIONS ADDED
```

if they were removed, and you will return to the COMMAND module.

If no new records are selected, you will see the message

DO YOU WISH TO TRY SELECT AGAIN?

```
<number of> OLD SELECTIONS RETAINED
NOTHING NEW SELECTED
```

if the old selections were retained, or the message

DO YOU WISH TO TRY SELECT AGAIN?

<number of> OLD SELECTIONS REMOVED
NOTHING NEW SELECTED

if they were removed.

A YES answer to the SELECT AGAIN? question will take you back to the beginning of the process, and you will see

DO YOU WISH TO RETAIN ALL
PREVIOUSLY DEFINED SELECTIONS?

You can continue as before, and try to define criteria that will find names.

A NO answer to the SELECT AGAIN? question will display

SELECT STATUS ENABLED

if any records are selected, or

SELECT STATUS DISABLED

if none are selected. You will then return to the COMMAND module.

NOTE: SELECT only affects records that are currently merged into the main files, and does not "SELECT" records still in the entry file. The MERGE or the UPDATE command should be run before using the SELECT command. If you have previously done a SELECT and more entries have been added to the system since that time, you must do the SAME SELECT again, on the entire merged file, to "SELECT" any of the new entries.

PURGE

The PURGE command will cause the Apple Post system to destroy all the name and address records containing the word DELETE as the first six characters of the UTILITY line. The EDIT, FIND, or ZIPFIND commands may be used to place the word DELETE into the UTILITY line of records that are to be purged.

During a PURGE the Apple's screen will display a low-resolution graphics image depicting the purging process.

The process of purging the name and address list alters the contents sufficiently so that neither the Zip Code nor Soundex indices reflect the revised locations of the records within the list. The Apple Post system will re-sort the indices the next time they are required for a

listing or searching operation. The re-sorting may be forced by use of the UPDATE command.

NOTE: Apple Post will never reduce the number of diskettes required for a specific list once the list has been expanded to use a given number of diskettes. Doing a PURGE will free up space on each diskette, but it will not "shrink" the list back to fewer diskettes. This implies that you should never expand a list unless you have added disk drives to your system permanently, and not just borrowed one to "try it out". The number of diskettes required for a given list is not affected by the number required for any other list.

LABELS

The LABELS command is used to initiate the printing of mailing labels. Labels are printed according to the label format specified by the FORMAT command. The presence of a printer or other output device is presumed. It is assumed that the printer is connected to a controller card plugged into the slot specified by the PRINTER command (see FORMAT and PRINTER command descriptions in this section), and that the printer is turned on. If the printer is not where the program expects it, you will get an error message if you have a Parallel Printer Interface Card, but not if you have a Serial Interface Card or a Communications Card. The labels are printed in Zip Code order.

If the SELECT command has been used to specify a subset of the names on the current list, the user will be given the option of printing all of the names on the list, or only those specified by the selection process.

During the operation of the LABELS command, the Apple's screen will display a bar graph showing what percentage of the labels have been printed.

If you wish to interrupt the printing process and return to the COMMAND module, press the ESC key.

LIST

The LIST command is used to initiate the printing of a list of names and addresses. The list is printed in sort key order, and contains all of the information that was entered with the ENTER command. You will be asked whether you wish to print the list with the system printer, or on the Apple's screen. If you elect to use the printer, the presence of a printer or other output device is presumed. It is assumed that the printer is connected to an appropriate controller card plugged into the slot specified by the PRINTER command. (See the description of the PRINTER command.)

If the SELECT command has been used to specify a subset of the names on the current list, the user will be given the option of printing all the names on the list, or only those specified by the selection process. If only the selected names are printed, the name line from non-selected names will appear momentarily at the bottom of the Apple's screen while the list is being printed.

If you wish to interrupt the printing process and return to the COMMAND module, press the ESC key.

PHONELIST

The PHONELIST command is used to initiate the printing of a telephone list compiled from the information contained in the system. The list is printed in sort key order, and contains only the name, attention, and telephone lines of each entry. You will be asked whether you wish to print the list with the printer, or on the Apple's screen. If you elect to use the printer, the presence of a printer or other output device is presumed. It is assumed that the printer is connected to a controller card plugged into the slot specified by the PRINTER command. (See the description of the PRINTER command.)

If the SELECT command has been used to specify a subset of the names on the current list, the user will be given the option of printing all the names on the list, or only those specified by the selection process. If only the selected names are printed, the name line from non-selected names will appear momentarily at the bottom of the Apple's screen while the list is being printed.

If you wish to interrupt the printing process and return to the COMMAND module, press the ESC key.

ZIPLIST

The ZIPLIST command is used to initiate the printing of a list of the names and addresses in the system. The list is printed in Zip Code order, and contains all the information that was entered with the ENTER command. You will be asked whether you wish to print the list with the printer, or on the Apple's screen. If you elect to use the printer, the presence of a printer or other output device is presumed. It is assumed that the printer is connected to a controller card plugged into the slot specified by the PRINTER command. (See the description of the PRINTER command.)

If the SELECT command has been used to specify a subset of the names on the current list, the user will be given the option of printing all the names on the list, or only those specified by the selection

process. If only the selected names are printed, the name line from non-selected names will appear momentarily at the bottom of the Apple's screen while the list is being printed.

If you wish to interrupt the printing process and return to the COMMAND module, press the ESC key.

NOTE: Although the Zip Codes are in order, the records with a given Zip Code may not be in alphabetical order. Thus, under Zip Code 95014, Zilog may be listed before Apple.

MUTE

The MUTE command is used to disable the software routine that drives the Apple's speaker. All clicks, pops, chirps, and beeps will be suppressed, with the exception of the fanfare which accompanies the Apple Post stamp logo. The status of the tone-generating routine is stored on a disk file and need not be reset when the system is re-started at a later time. The TONE command is used to re-enable the tone-generating routine.

TONE

The TONE command is used to enable the software routine which generates the myriad clicks, chirps, pops, and beeps which serve as prompts to the user during the operation of Apple Post. The status of the tone generating routine is stored on a disk file and need not be reset when the system is started at a later time. The tone-generating software may be disabled by the use of the MUTE command.

UPDATE

The UPDATE command causes the main data file, the Soundex index, and the Zip Code index to be brought up-to-date. If there are any new entries in the entry file, they are merged into the main data files. Both the Soundex index (used by the FIND command) and the Zip Code index (used by the ZIPFIND, ZIPLIST, and LABELS commands) are completely regenerated. All merging and index regeneration functions will be performed automatically by the system and need not be initiated by the user. Thus, the UPDATE command is optional, but it can save you a great deal of time. Use of the UPDATE command is suggested when the list is quite large, (over 1000 names) and a convenient stopping point has been reached (lunchtime, coffee break,

or whatever). Note that for lists containing five hundred names or more, the processing time required by the UPDATE command will be at least an hour.

During the merging and sorting operations the Apple's screen will display a low-resolution graphics image depicting the merging and sorting processes. These images may be used as a guide to estimate the approximate time remaining for each operation. These images are not presented when the number of names in the list exceeds 1500.

The UPDATE command is unique in that it is the only Apple Post command which can be executed in stages. There are three hidden commands (commands that do not appear on the command list) that will perform portions of the UPDATE function:

1. MERGE will perform only the merge of the entry file into the main data files. No indices are updated.
2. SOUNDEX will perform the merge operation if necessary and will then regenerate the soundex index.
3. ZIPSORT will perform the merge operation if necessary and will then regenerate the Zip Code index.

Use of these commands can save considerable time in cases where a full system update is not required.

STATUS

The STATUS command provides for the display of a number of system parameters. The number of items in the files, as well as the current capacity of the data files, is displayed. After display of the system parameters, the STATUS command prompts PRESS RETURN. Responding by pressing the RETURN key results in the system returning to the COMMAND module. Responding by typing the word DEBUG and then pressing the RETURN key results in the system displaying several screens of internal system parameters. Following the final internal parameter screen the system returns to the COMMAND module.

QUIT

QUIT gets you out of the Apple Post program. When you type

QUIT

the Apple Post logo will be displayed, followed by the message

SESSION CONCLUDED. . . THANK YOU.

]

You can now turn your Apple off, or RUN another program.

NOTE: QUIT means never having to say you're sorry. QUIT cleans up all the loose ends before it stops the program, and it can never be used while Apple Post is in the midst of writing to a diskette, so you don't have to worry about scrambling your files.

APPENDICES

APPENDIX A: SPECIFICATIONS

Package Name Apple Post

Function Mailing List Maintenance

Maximum Size of List 2590 Names

Field Sizes

 Name 25 Characters

 Street Address 25 Characters

 City & State 20 Characters

 Zip Code 9 Characters

 Attention Line 20 Characters

 Telephone Number 12 Characters

 Sort Key 10 Characters

 Utility Field 10 Characters

Record Sizes

 Name & Address Files 155 Bytes

 Soundex Index File 17 Bytes

 Zip Code Index File 17 Bytes

Hardware Requirements

Random-Access Memory

 with Applesoft II Firmware Card 32K Bytes

 with Apple Language System 48K Bytes

Disk Drives

 1 to 500 Names 2 Drives

 501 to 1050 Names 3 Drives

 1051 to 1570 Names 4 Drives

 1571 to 2105 Names 5 Drives

 2106 to 2590 Names 6 Drives

Recommended printer Centronics 779

Recommended interface card Parallel Printer Interface Card

System Software Requirements

Disk Operating System DOS 3.2.1

Language Applesoft II

APPENDIX B: SETTING UP THE SYSTEM

Before you can use the Apple Post system you must make sure your Apple is set up properly. Apple Post requires a minimum of 32K of memory (RAM) if used on an Apple II Plus or an Apple II with an Applesoft II firmware card, and 48K if used with the Language System.

Apple Post requires at least two Disk II drives. The disk drives and controllers must be installed in the standard locations, as shown below:

1st Drive	Drive 1, Slot 6
2nd Drive	Drive 2, Slot 6
3rd Drive	Drive 1, Slot 5
4th Drive	Drive 2, Slot 5
5th Drive	Drive 1, Slot 4
6th Drive	Drive 2, Slot 4

The third through sixth drives need not be present on the system when Apple Post is first used. As the diskettes fill with data, Apple Post will ask whether additional drives are available. If your Apple contains the Autostart ROM, which automatically boots the diskette when the power is turned on, make sure that there is NOT a disk controller in slot 7.

Apple Post requires a printer and a printer interface card. Apple Computer Inc. recommends the Centronics 779 printer and the Apple Parallel Printer Interface Card. The Serial Printer Interface Card or the Communications Card can be used, but these cards cannot tell whether you have a printer connected to them, so the Parallel Card is preferred. The printer interface card can be placed in any unused slot from slot 1 to slot 7. Make sure that the card is inserted and that the printer is connected to it.

The first step in setting up the system is to make a copy of the diskette containing Apple Post. The original diskette should be stored in a safe place where it can be used to re-create a copy in the event your working copy is inadvertently destroyed (see About Backing Up). Use the COPY program on your DOS 3.2.1 System Master to make a copy of the entire diskette.

Apple Post is designed to operate under version 3.2.1 of the Apple Disk Operating System (DOS). The Apple Post diskette contains a copy of DOS 3.2.1. In order to be absolutely sure that your copy of Apple Post will continue to operate reliably, it is recommended that you always run Apple Post using DOS 3.2.1.

APPENDIX C: STATE NAME ABBREVIATIONS

Two-letter abbreviations of state and territory names, as used by the U.S. Postal Service.

Alabama AL
Alaska AK
Arizona AZ
Arkansas AR
American Samoa AS
California CA
Canal Zone CZ
Colorado CO
Connecticut CT
Delaware DE
District of Columbia DC
Florida FL
Georgia GA
Guam GU
Hawaii HI
Idaho ID
Illinois IL
Indiana IN
Iowa IA
Kansas KS
Kentucky KY
Louisiana LA
Maine ME
Maryland MD
Massachusetts MA
Michigan MI
Minnesota MN
Mississippi MS
Missouri MO

Montana MT
Nebraska NE
Nevada NV
New Hampshire NH
New Jersey NJ
New Mexico NM
New York NY
North Carolina NC
North Dakota ND
Ohio OH
Oklahoma OK
Oregon OR
Pennsylvania PA
Puerto Rico PR
Rhode Island RI
South Carolina SC
South Dakota SD
Tennessee TN
Trust Territories . . . TT
Texas TX
Utah UT
Vermont VT
Virgin Islands VI
Virginia VA
Washington WA
West Virginia WV
Wisconsin WI
Wyoming WY

APPENDIX D: STANDARD POSTAL ABBREVIATIONS

As place names are sometimes longer than the space provided for them by Apple Post, we have included the list of abbreviations used and understood by the Postal Service. The use of these abbreviations will help get your mail to its destination.

Academy	ACAD	Dale	DL
Air Force Base.	AFB	Dam.	DM
Agency.	AGNCY	Depot.	DPO
Airport	ARprt	Divide	DV
Alley	ALY	Drive.	DR
Annex	ANX	East	E
Arcade.	ARC	Estates.	EST
Arsenal	ARSL	Expressway	EXPY
Avenue.	AVE	Extended	EXT
Bayou	BYU	Extension.	EXT
Beach	BCH	Fall	FL
Bend.	BND	Falls.	FLS
Big	BG	Farms.	FRMS
Black	BLK	Ferry.	FRY
Boulevard	BLVD	Field.	FLD
Bluff	BLF	Fields	FLDS
Bottom.	BTM	Flats.	FLT
Branch.	BR	Ford	FRD
Bridge.	BRG	Forest	FRST
Brook	BRK	Forge.	FRG
Burg.	BRG	Fork	FRK
Bypass.	BYP	Forks.	FRKS
Camp.	CP	Fort	FT
Canyon.	CYN	Fountain	FTN
Cape.	CPE	Freeway.	FWY
Causeway.	CSWY	Furnace.	FURN
Center.	CTR	Gardens.	GDNS
Central	CTL	Gateway.	GTWY
Church.	CHR	Glen	GLN
Churches.	CHRS	Grand.	GRND
Circle.	CIR	Great.	GR
City.	CY	Green.	GRN
Clear	CLR	Ground	GRD
Cliffs.	CLFS	Grove.	GRV
Club.	CLB	Harbor	HBR
College	CLG	Haven.	HVN
Corner.	COR	Heights.	HTS
Corners	CORS	High	HI
Court	CT	Highlands.	HGLDS
Courts.	CTS	Highway.	HWY
Cove.	CV	Hill	HL
Creek	CRK	Hills.	HLS
Crescent.	CRES	Hollow	HOLW
Crossing.	XING	Hospital	HOSP

Hot. H
 House. HSE
 Inlet. INLT
 Institute. INST
 Island IS
 Isle IS
 Key. KY
 Knolls KNLS
 Landing. LNDG
 Lake LK
 Lakes. LKS
 Lane LN
 Light. LGT
 Little LTL
 Loaf LF
 Locks. LCKS
 Lodge. LDG
 Lower. LWR
 Manor. MNR
 Meadows. MDWS
 Meeting. MTG
 Memorial MEM
 Middle MDL
 Mile MLE
 Mill ML
 Mission. MSN
 Mound. MND
 Mount. MT
 Mountain MTN
 National NAT
 Naval Air Station. NAS
 Neck NCK
 New. NW
 North. N
 Orchard. ORCH
 Palms. PLMS
 Parkway. PKY
 Pillar PLR
 Pines. PNES

Place PL
 Plain PLN
 Plaza PLZ
 Port. PRT
 Point PT
 Prairie PR
 Ranch RNCH
 Ranches RNCHS
 Rapids. RPDS
 Resort. RESRT
 Rest. RST
 Ridge RDG
 River RIV
 Road. RD
 Rock. RK
 Rural R
 Saint ST
 Sainte. ST
 San SN
 Santa SN
 Santo SN
 School. SCH
 Seminary. SMNRY
 Shoal SHL
 Shode SHD
 Shore SHR
 Siding. SDG
 South S
 Space Flight Center SFC
 Speedway. SPDWY
 Spring. SPG
 Square. SQ
 State ST
 Station STA
 Street. ST
 Stream. STRM
 Sulphur SLPHR
 Summit. SMT
 Switch. SWCH

Tannery. TNRY
 Tavern TVRN
 Terminal TERM
 Terrace TER
 Ton. TN
 Tower. TWR
 Town TWN
 Trace. TRCE
 Trail. TRL
 Trailer. TRLR
 Tunnel TUNL
 Turnpike TPKE
 Upper. UPR
 Union. UN

University. UNIV
 Valley. VLY
 Viaduct VIA
 View. VW
 Village VLG
 Ville VL
 Vista VIS
 Water WTR
 Wells WLS
 West. W
 White WHT
 Works WKS
 Yards YDS

APPENDIX E: SYSTEM CONTROL FILE FORMAT

The system control file is named CONTROL, and resides on the diskette in drive 1, slot 6. CONTROL contains the variables necessary to determine the current status of the system. Included in CONTROL are the file control strings from the current list control file. These strings are copied from the list control by the NEWLIST command. The following Applesoft BASIC statements illustrate the format of the file:

```
1000 PRINT D$ "OPEN CONTROL,S6,D1"
1010 PRINT D$ "READ CONTROL,R1"
1020 INPUT S0,S1,S2,S3,S4,S5,S6
1030 INPUT PR,PL,LW,LH,LC
1040 INPUT FL$,CM,CS$
1050 PRINT D$ "READ CONTROL,R100"
1060 FOR X = 0 TO 7
1070   INPUT OPEN$(X)
1080   INPUT CLOSE$(X)
1090   INPUT FETCH$(X)
1100   INPUT WRITE$(X)
1110 NEXT X
1120 PRINT D$ "CLOSE"
```

The variables in the code segment are those actually in use in the software, and the current status of these variables may be displayed by use of the DEBUG option within the STATUS command. The variables are

LC = the Label Count
PR = the Printer Slot Number
PL = the Page Length
LW = the Label Width
LH = the Label Height

S0 = (Reserved)
S1 = the Tone Enable Flag (1=no tones)
S2 = (Reserved)
S3 = the Multiple Phase Command Flag
S4 = (Reserved)
S5 = the Number of Active Drives
S6 = the Printer Card Code (1=Parallel, 2=Serial, 3=Comm Card)

FL\$ = the name of the current list (also the file name prefix)
CM = the number of the current command being executed
CS\$ = the name of the current module being executed

OPEN\$(X) = the open statement for the Xth file
CLOSE\$(X) = the close statement for the Xth file
FETCH\$(X) = the read statement for the Xth file
WRITE\$(X) = the write statement for the Xth file

Where the value X is assigned to the files in the following order:

- 0 = the list control file (FL\$ + ".CTRL")
- 1 = the new entry file (FL\$ + ".ENTRY")
- 2 = the first main data file (FL\$ + ".FILE1")
- 3 = the second main data file (FL\$ + ".FILE2")
- 4 = the third main data file (FL\$ + ".FILE3")
- 5 = the fourth main data file (FL\$ + ".FILE4")
- 6 = the Zip Code index file (FL\$ + ".ZIP")
- 7 = the soundex index file (FL\$ + ".SOUNDEX")

APPENDIX F: LIST CONTROL FILE FORMAT

The list control file contains information regarding the status of a particular list of names and addresses. The name of the list control file is the name of the list (FL\$) plus the suffix .CTRL. The list control file is always located on the diskette in drive 2, slot 6. The following Applesoft statements illustrate the format of the list control file:

```
1000 PRINT D$ "OPEN name.CTRL,S6,D2"
1010 PRINT D$ "READ name.CTRL"
1020 INPUT N(1),N(2),N(3),N(4),N(5)
1030 INPUT C(1),C(2),C(3),C(4),C(5)
1040 INPUT D(1),D(2),D(3),D(4),D(5)
1050 PRINT D$ "READ name.CTRL,R100"
1060 FOR X = 0 TO 7
1070   INPUT OPEN$(X)
1080   INPUT CLOSE$(X)
1090   INPUT FETCH$(X)
1100   INPUT WRITE$(X)
1110 NEXT X
1120 PRINT D$ "CLOSE"
```

The elements of the N, C, and D arrays are defined as follows:

N(1) = the next available record in the entry file
N(2) = the next available record in main data file #1
N(3) = the next available record in main data file #2
N(4) = the next available record in main data file #3
N(5) = the next available record in main data file #4

C(1) = the capacity, in records, of the entry file
C(2) = the capacity, in records, of main data file #1
C(3) = the capacity, in records, of main data file #2
C(4) = the capacity, in records, of main data file #3
C(5) = the capacity, in records, of main data file #4

D(1) = the Soundex Index Invalid flag (1=invalid)
D(2) = the Zip Code Index Invalid flag (1=invalid)
D(3) = the number of disk drives currently in use (2-6)
D(4) = the SELECT flag (1=select mode enabled)
D(5) = the List Full flag (1=full)

The file control strings, OPEN\$, CLOSE\$, FETCH\$ & WRITE\$, for each of the files are defined as in the system control file.

APPENDIX G: ENTRY & MAIN FILE FORMAT

The Entry file and the 4 main data files are of identical formats. Each file is maintained in order by sort key. The entries are merged into the main data files when the entry file is full, or when requested by the user (with the UPDATE or MERGE commands). The main data files are filled in order (.FILE1 first, .FILE4 last). The main data files reside on the diskettes in the second through fifth drives. The entry file resides on the diskette in the last available drive: i.e., on a two drive system it is on the second drive, and on a six drive system it is on the diskette in the sixth drive. The following BASIC statements illustrate the format of the entry and main data files (the example is for the entry file on a two drive system):

```
1000 PRINT D$ "OPEN name.ENTRY,S6,D2,L155"
1010 PRINT D$ "READ name.ENTRY,R" recordnumber
1020 FOR I = 1 TO 9
1030   INPUT S$(I)
1040 NEXT I
1050 PRINT D$ "CLOSE"
```

After execution of the above statements, the contents of the string array S are as follows:

S\$(1) = Name	(25 characters maximum)
S\$(2) = Address	(25 characters maximum)
S\$(3) = City & State	(20 characters maximum)
S\$(4) = Zip Code	(9 characters maximum)
S\$(5) = Attention	(20 characters maximum)
S\$(6) = Telephone Number	(12 characters maximum)
S\$(7) = Sort Key	(10 characters maximum)
S\$(8) = Utility Field	(10 characters maximum)
S\$(9) = Soundex Code	(5 characters maximum)

APPENDIX H: SOUNDEXING ALGORITHM

The FIND command in Apple Post uses a technique called soundexing to locate names on the disk even in cases where you are unsure of the correct spelling (or at least unsure of how the name was spelled when it was originally entered into the system).

The classic version of the algorithm was patented in 1918 by Margaret K. Odel and Robert C. Russell. It is particularly well suited to the encoding of surnames. The version used in Apple Post differs from the classical version in that the first letter of the name is converted to a digit in the same manner as the other letters, although in the case of an a, e, h, i, o, u, w, or y, it is changed to a zero instead of being discarded. Also, double initial consonants are not ommitted.

Here is the original 1918 version of the soundex algorithm:

1. Retain the first letter of the sort key, and drop all occurrences of a, e, h, i, o, u, w, and y in other positions.

2. Assign the following numbers to the remaining letters after the first

b, f, p, v = 1	c, g, j, k, q, s, x, z = 2
d, t = 3	l = 4
m, n = 5	r = 6

3. If two or more letters with the same code were adjacent before step 1, omit all but the first.

4. Convert to the form:

letter, digit, digit, digit

by dropping digits or adding trailing zeroes.

Each name and address record contains a soundex code calculated from the sort key, and a sorted index of all of the soundex codes on the disk is maintained on the file with the .SOUNDEX suffix in the file name. This index is searched by the FIND command to locate the name.

INDEX TO COMMANDS

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Enter, 12
Explain, 9
Find, 16
Format, 11
Labels, 24
List, 24
Mute, 26
Newlist, 9
Phonelist, 25
Printer, 11
Purge, 23
Quit, 28
Select, 19
Status, 27
Tone, 26
Update, 26
Zipfind, 17
Ziplist, 25



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